

NICKELODEON™

NickSource



User Guide



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Welcome to Nicksource!



I. SYSTEM REQUIREMENTS

Before logging on to www.nicksource.com it's important to find out if your computer is properly equipped. For optimum performance, we suggest that your machine be running the following:

Windows

Web Browser:

Internet Explorer 6.0, SP 1

File Decompressor:

WinZip 8.0

Macintosh

Web Browser:

Internet Explorer 5.1.6

File Decompressor:

Aladdin Stuff-It 7.0.3

We strongly recommend avoiding dial up connections or running the site through America Online.

II. SETTING PREFERENCES

It's best to set spend a few minutes setting your preferences the first time you log on to Nicksource. By doing so you can customize the way your searches appear. You can also change your password from the default "nick" to something more personal. After setting your preferences you'll be ready to search and download!

A. After entering your username and password click on the "USER" tab underneath the NickSource logo:

1. Three options will appear: Home, Preferences, and Logout. Click on "Preferences."



B. Now you can customize the way you view information about assets which your search results yield. By setting preferences, the kind of file (Illustrator, Photoshop, PDF, etc), the size of the file, and the collection to which it belongs can be viewed at a glance. You can change your password here too.

1. The default view is set to "thumbnail." This is the best way to view most artwork on the site because it allows for twelve images to appear on screen at

2. Use the up/down arrows to set the way you view thumbnails and info about your search results: We recommend these settings:

3. The text view eliminates thumbnails and allows you to see detailed information about assets. It's especially useful when searching by episode description, or through production reference for key words. We recommend these settings:

4. The paragraph view generates thumbnails and provides more detailed info than the thumbnail view. Assets are presented vertically up and down the screen. We recommend these settings:

The screenshot shows a user preferences page. At the top, there are navigation buttons: Home, Quicksearch, Advanced Search, Property Search, and Checkout. Below these is a 'QUICK SEARCH' field with a 'search' button. The user's profile information is displayed: Login Name: Nonree, First Name: Miles, Last Name: Monroe, Email: miles.rohan@nick.com, Phone: 212. 864. 4290, and Company: Nickelodeon. There is a 'Change Password' link. The 'Default View' is set to 'Thumbnail View' and 'Download/Checkout Rendition' is set to 'File'. The 'Download COV by default' checkbox is unchecked. The 'Catalog Field Display' section contains instructions and three columns of field selection options: Thumbnail View, Text View, and Paragraph View. Each column has a 'Default Rendition' dropdown set to 'File' and four field selection dropdowns. Pink arrows point from the numbered instructions to these settings: arrow 1 points to the 'Thumbnail View' section, arrow 2 points to the 'Default View' dropdown, arrow 3 points to the 'Text View' section, and arrow 4 points to the 'Paragraph View' section. At the bottom are 'reset' and 'submit' buttons.

QUICK SEARCH:

Login Name: Nonree
First Name: Miles
Last Name: Monroe
Default View: Thumbnail View
Download/Checkout Rendition: File
Download COV by default: ☐

Change Password
Email: miles.rohan@nick.com
Phone: 212. 864. 4290
Company: Nickelodeon

Catalog Field Display
In the area below, choose the default rendition and the database fields that you wish to display when viewing documents in a catalog or from the results of a search. For Text View, the fields selected are displayed horizontally aligned. Fields in Thumbnail View are displayed beneath each image. Paragraph View fields are displayed beside each image, vertically aligned.

Thumbnail View	Text View	Paragraph View
Default Rendition: File	Default Rendition: File	Default Rendition: File
Field 1: Collection Name	Field 1: Collection Name	Field 1: Collection Name
Field 2: Asset Type	Field 2: Asset Type	Field 2: Asset Type
Field 3: Color	Field 3: Color	Field 3: Color
Field 4: File Size	Field 4: File Size	Field 4: File Size
	Field 5: Property	Field 5: Property
	Field 6: Character Name	Field 6: Character Name
	Field 7: Asset Description	Field 7: Asset Description
	Field 8: Episode Description	Field 8: Episode Description

5 .Once you have finished selecting your Field Displays, please click "**Submit.**" You will return to the home page.

Changing Your Password

Click on [Change Password](#):

Once you've filled in the fields in the pop up window click on Submit.

III. SEARCHING

NicksSource offers three different search methods, each of which are useful for different kinds of searches.

A. Quicksearch

Quicksearch enables you to find assets by typing in keywords that describe an asset. When assets are posted to the site, key attributes (or “meta data”) such as character, nouns, action and basic phrases are used to describe the asset. Your search is matched against these descriptions.

To Quicksearch

1. Click  beneath the tool bar.



2. A new page with a single field will appear:

A screenshot of the Quicksearch search page. It features a large text input field labeled 'ind:'. Below the field are two radio buttons: 'Match ALL Keywords' (selected) and 'Match AT LEAST ONE Keyword'. A blue link labeled 'Show fields' is positioned below the radio buttons. A yellow 'search' button is located in the bottom right corner of the form area.

3. Before you type in anything make sure to click on "show fields" button. You won't need to do this every time you search, but we recommend checking off the “Asset Description” box and “File Name.” These settings will remain constant unless you change them.
4. Now you can type your search into the Find field. Keep things simple. **Less is More.** Simplified searches such as, "SpongeBob sticking out his tongue," or "Jimmy and Goddard" will yield more results than lengthy ultra-specific searches. Avoid punctuation symbols like quotation marks. Stick to short phrases, and when possible, use the singular version of a noun rather than the plural. Also, spelling counts! After you've entered your search, click on Search, or hit Return.

TIP: You can also use the Quicksearch tool to search by file name if you have the file name. Simply type the file name, or copy and paste the file name into the Find Field.

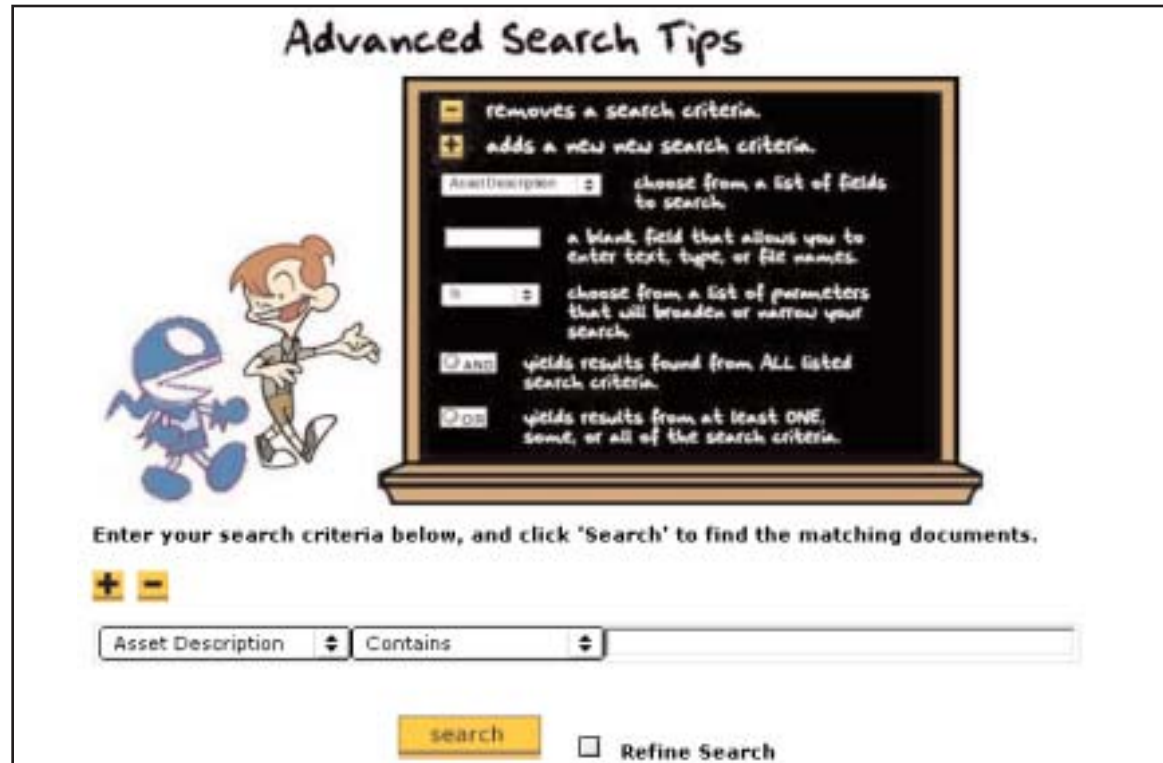
B. Advanced Search

By adding various search criteria through pull down menus you can narrow your search to a single file or an entire collection. Use the Advanced Search to search for specific asset types (logos, character art, props, backgrounds, etc.). Or use it search by collection name, file name or even character name.

To advance search:

1. Click on 

2. The following page will appear:



Advanced Search Tips

-  removes a search criteria.
-  adds a new new search criteria.
- choose from a list of fields to search.
- a blank field that allows you to enter text, type, or file names.
- choose from a list of parameters that will broaden or narrow your search.
- ☐ AND yields results found from ALL listed search criteria.
- ☐ OR yields results from, at least ONE, some, or all of the search criteria.

Enter your search criteria below, and click 'Search' to find the matching documents.

☐ Refine Search

3. Use the different pull down down menus to change the criteria by which you wish to search. The  allows more fields to search by. The  take fields away.

4. Click on the search button or hit enter once you have completed all the fields you need.

See next page for examples of Advanced Searches...

Advanced Search Example 1: Search for one particular character in a specific collection:

Example: I want to see every pose of Patrick Starfish from the SpongeBob Tool Kit.

- A. Use the up and down buttons in the first field to scroll to "Collection Name"
- B. Make the next field read " is"
- C. Scroll the third field until you find the "SpongeBob Tool Kit"
- D. Select the "+" button
- E. Scroll the first field to "Character Name"
- F. Select the "contains" option
- G. Type "Patrick" in the last field without quotes
- H. Hit the search button

Your advanced search should look like this:

Enter your search criteria below, and click 'Search' to find the matching documents.

+ **-**

Collection Name	Is	SpongeBob Tool Kit	
☒ AND ☐ OR			
Character Name	Contains	Patrick	

search

Advanced Search Example 2: Searching for logos

Example: I want to search for all logos associated with Dora the Explorer.

- A. Use the up and down buttons in the first field to scroll to "Property Name".
- B. Make the next field read " is."
- C. Scroll the third field until you find "Dora the Explorer."
- D. Select the "+" button
- E. Scroll the first field to "Asset Type"
- F. Select "Logos" from the pull down list in the third field.
- G. Hit the search button.

This will yield all of the logos associated with Dora the Explorer.

Your search should look like this:

Search Tips

For food and beverage items:
Search Asset Description for food

For instrument:
Search Asset Description for instruments

For Toys
Search Asset Description for toy

For sports-themed items
Search Asset Description for sport

Enter your search criteria below, and click 'Search' to find the matching documents.



Property	Is	Dora the Explorer	
☒ AND ☐ OR			
Asset Type	Is	Logos	

search

☐ Refine Search

Advanced Search Example 3: Searching for PDF Guides

Example: I want to search for the PDF versions of the printed Jimmy Neutron Tool Kit and assorted collections of artwork.

A. Use the up and down buttons in the first field to scroll to "Property Name".

B. Make the next field read " is."

C. Scroll the third field until you find "Jimmy Neutron."

D. Select the "+" button

E. Scroll the first field to "Asset Type"

F. Select "guides" from the pull down list in the third field.

G. Hit the search button.

This will yield all of the PDF guides (tool kit, packaging guidelines, apparel guidelines, sculptor's guide) for the property.

Your search should look like this:

Enter your search criteria below, and click 'Search' to find the matching documents.

+ **-**

Property	Is	Jimmy Neutron, Boy Genius	
☒ AND ☐ OR			
Asset Type	Is	Guides	

☐ Refine Search

C. Property Search

Searching by Property allows you to browse through collections as they are divided by asset types (character art, backgrounds, props, logos, guides, etc.).

To Property Search

1. Click  beneath the tool bar.
2. A list of all the properties you have access to will appear:



3. Clicking on the arrow or triangle next to each property will reveal collections associated with the property.

4. Clicking on the arrows next to collection names will reveal asset types associated with the collection.

5. Clicking on the actual name of a collection or asset type will reveal files for viewing.

For example, click on the word (link) “Logos” beneath the “Dora the Explorer Apparel Guide Fall 2004” and all logos associated with that collection will appear.



IV. VIEWING AND DOWNLOADING ARTWORK

In order to view and download artwork from Nicksource you need to perform a search so that the results are displayed on your screen. There are two ways to download.

A. Download Now

1. Select an image from your search results. Click the “i” icon to view information or the magnifying glass for an extended view.



2. A new pop up window will appear bearing a thumbnail and information about the asset:

At the top of the new window are buttons that highlight your other options; you can access the details, view a larger preview of the asset, or download now.

The arrow buttons in the top right corner enables scrolling between all the files that appeared in your search.

3. To download this file immediately, click **Download Now**.

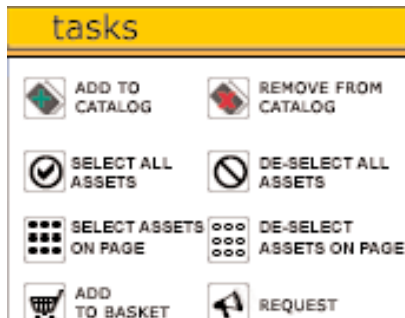
4. Depending on your operating system a download manager will likely appear as the file is downloaded to your desktop. Double click on “Stuffed” or “Zipped” icons to open the files.



TIP: If the file doesn't download, refer to the System Requirements on page 1 to ensure that your machine is running the proper versions of all necessary applications.

B. Downloading Multiple Assets

1. To download multiple assets at one time, select them all by marking their checkboxes.
2. Then click  **ADD TO BASKET** in the TASKS box at the left of your screen.



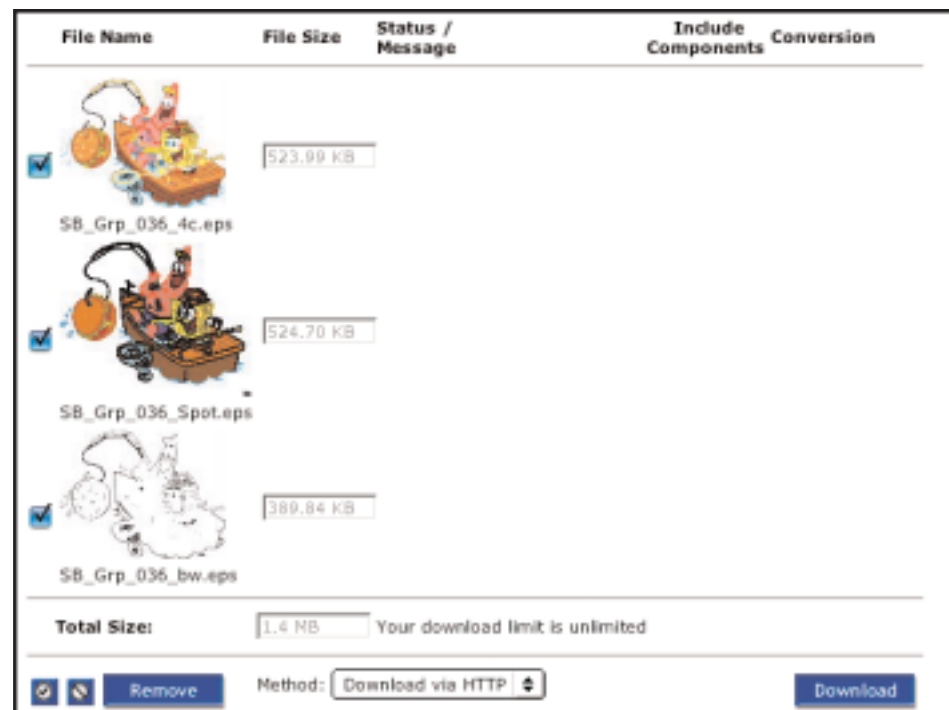
On the following screen, where it asks you to 'Select the rendition(s)' click **ADD TO BASKET**. (Most assets on Nicksource do not have renditions. The artwork posted online exists "as is.") Now you're brought back to your previous screen.

3. Now you can conduct a new search, select more assets to download, or you can proceed to download the files by clicking  in the upper right corner of the screen.

4. On the next page that appears, check off each of the assets you wish to download. You can also click  to select all. Or  to deselect all. Then click the **Download** button.

A download manager may appear to report progress and ask for one more click to download. Provide that click.

Once files have been downloaded to your desktop, they will be "Stuffed" or "Zipped"; double click on the zip/stuff icon to open the file. It will look something like this:  **download.zip**



TIP: If you're unable to open the file after downloading, it is likely you'll need to download Zip It or Stuff It software. Refer to System Requirements on page 1.